

Annual Report: Dean's Review

CAMPUS LABS GUIDE

Office of Assessment
UPDATED: MARCH 2016





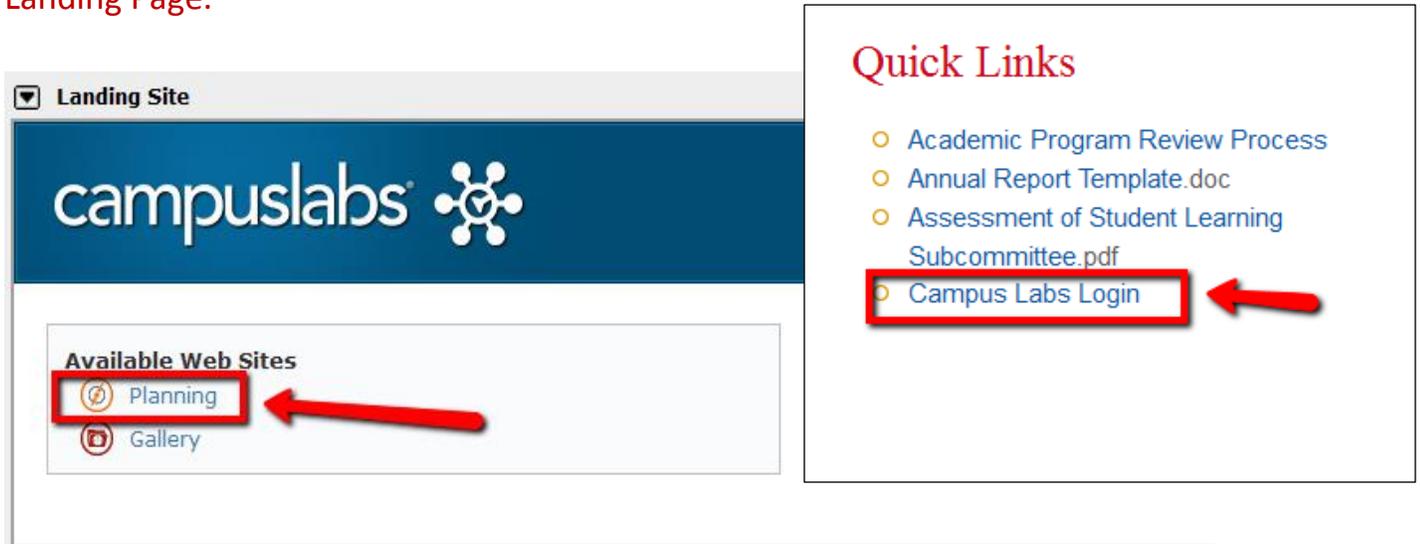
**Annual Report – Dean’s Review
Campus Labs Guide**

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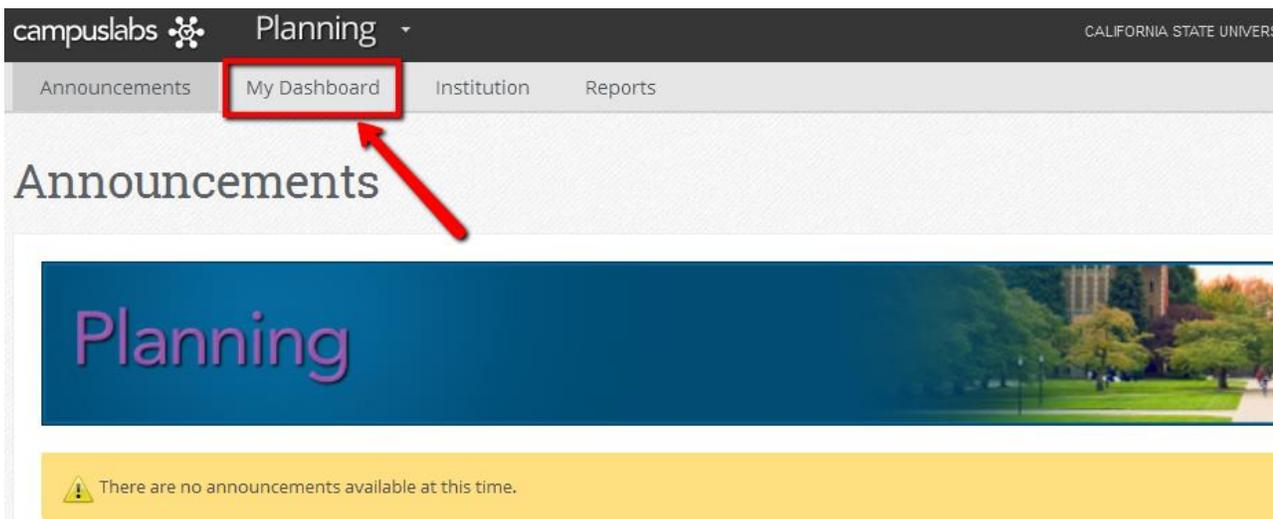
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I. Logging-In

1. Log into Campus Labs at <https://csustan.compliance-assist.com/>. Or access the log-in url from the Office of Assessment webpage at <https://www.csustan.edu/office-assessment> Log in using your Stanislaus State user ID and password. After you log in, you will see the Landing Page.

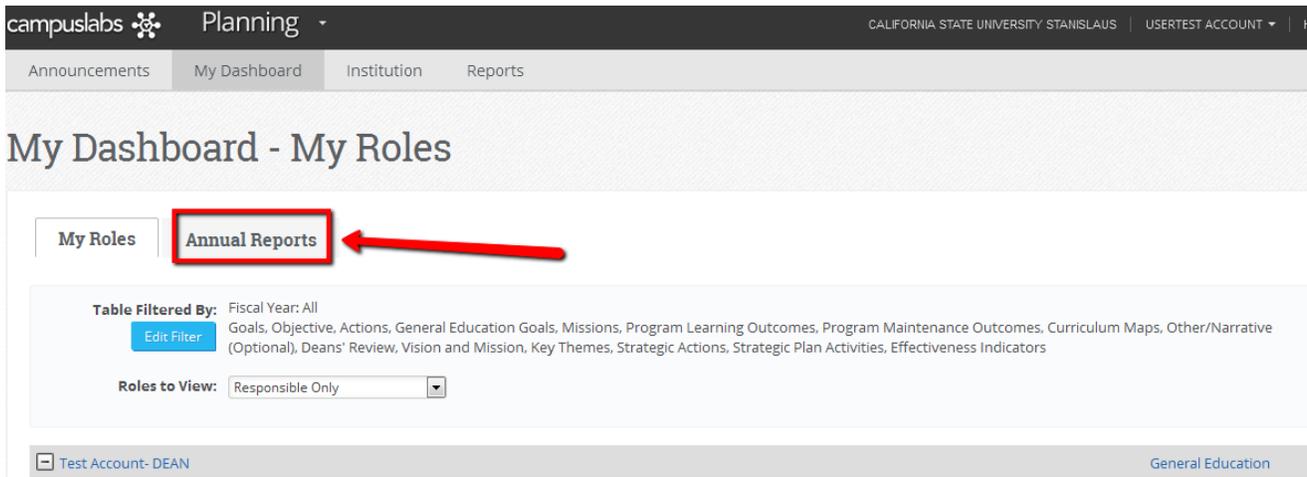


2. Click on the “Planning” link under “Available Web Sites.” The link will take you to the following “Announcements” page. Click on “My Dashboard” (located in the navigation bar next to “Announcements”).

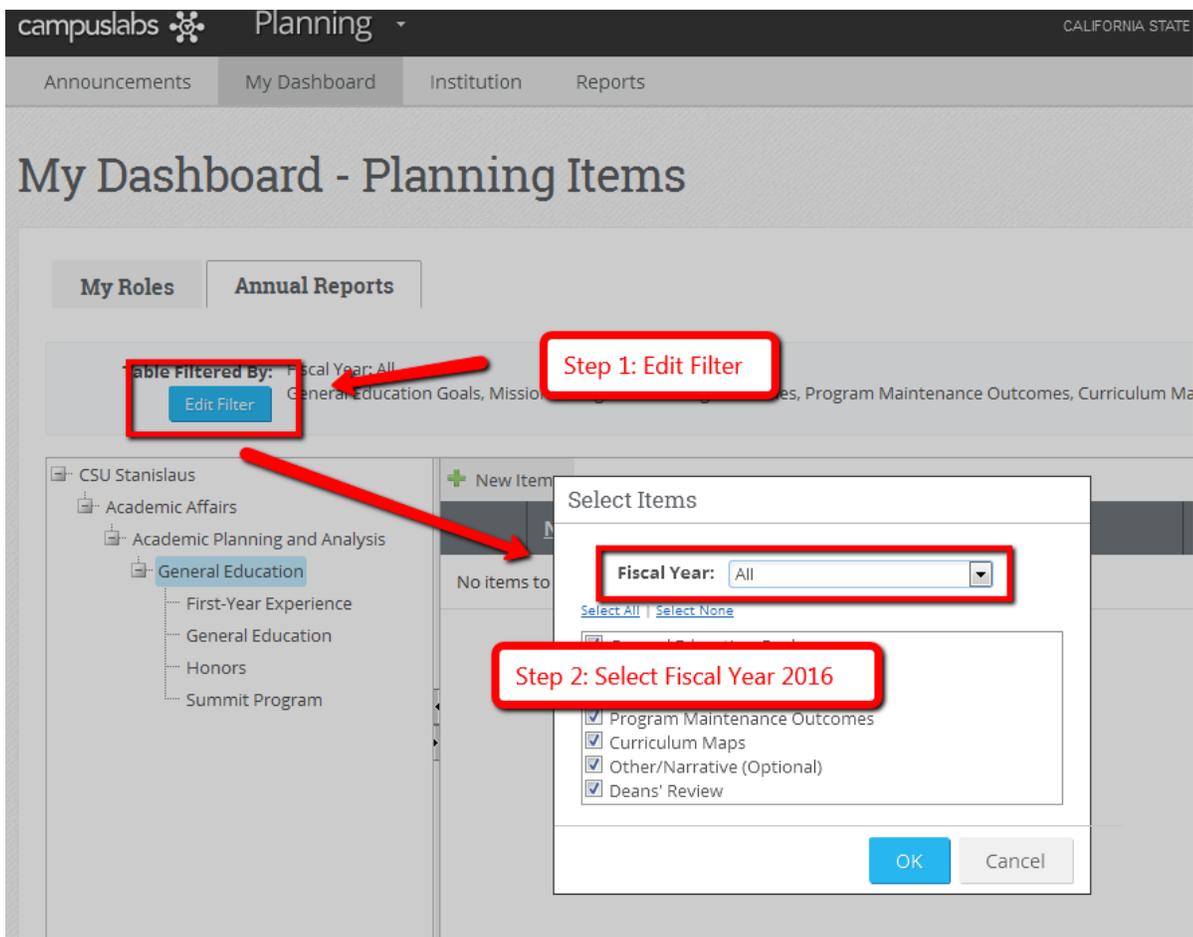


II. Accessing the Workspace

1. Once in the Dashboard, you will see one or more tabs. Click on the “Annual Reports” tab.



2. The default setting will be the current fiscal year. To access a previous year, click on the blue button “Edit Filter.”



- Click on the “+” next to Academic Affairs in the left-hand hierarchy. Click on the “+” sign next to your college.

My Dashboard - Planning Items

My Roles Two-year Plans Annual Reports Strategic Plans Budget Roles

Table Filtered By: Fiscal Year: FY 2016
 Edit Filter General Education Goals, Missions, Program Learning Outcomes, Program Maintenance Outcomes, Curric Archived Annual Reports

CSU Stanislaus

- Academic Affairs
- Academic Planning and Analysis
- Athletics
- Center for Excellence in Graduate Ec
- Center Valley Math and Science Allia
- College of Business Administration
- College of Education, Kinesiology, ar
- College of Science
- College of the Arts Humanities and S

Items Related to CSU Stanislaus

+ New Item

	Number	Name
🏆	1	Develop the intellectual skills and competencies necessary to effectively in society and the world.
🏆	2	Develop broad knowledge of biological and physical sciences, creative arts, and social sciences.
🏆	3	Develop abilities to integrate knowledge, make informed ethic

- Due to the fact that several departments have multiple programs, you will need to click the “+” button next to the department or program to access the workspace. The workspaces are designated by a degree designation (e.g., Kinesiology (BA)).

My Roles Two-year Plans Annual Reports Strategic Plans

Table Filtered By: Fiscal Year: FY 2016
 Edit Filter General Education Goals, Missions, Program Learning Outcomes, Progr Archived Annual Reports

- Athletics
- Center for Excellence in Graduate Ec
- Center Valley Math and Science Allia
- College of Business Administration
- College of Education, Kinesiology, ar
 - Ed.D. Educational Leadership
 - Education (NCATE and CCTC)
 - Kinesiology
 - Kinesiology (BA)
 - Liberal Studies
 - Social Work
- College of Science
- College of the Arts Humanities and S
- Institutional Research
- International Education
- Library Services

Items Related to CSU Stanislaus

+ New Item

	Number	Name
🏆	1	Develop the intellectual skill effectively in society and th
🏆	2	Develop broad knowledge c creative arts, and social scie
🏆	3	Develop abilities to integrat accept civic responsibility.

- Select a program from the hierarchy to begin your review. As dean, you will be able to view—but not edit—the Mission, Program Learning Outcomes, Program Maintenance Outcomes, and any narrative or uploaded documents the program has submitted.

My Dashboard - Planning Items

My Roles Two-year Plans **Annual Reports** Strategic Plans Budget Roles

Table Filtered By: Fiscal Year: FY 2016
[Edit Filter](#) General Education Goals, Missions, Program Learning Outcomes, Program Maintenance Outcomes, Curricula, Archived Annual Reports

- Athletics
- Center for Excellence in Graduate Education
- Center Valley Math and Science Alliance
- College of Business Administration
- College of Education, Kinesiology, and Health Promotion
- Ed.D. Educational Leadership
- Education (NCATE and CCTC)
- Kinesiology
 - Kinesiology (BA)**
- Liberal Studies
- Social Work
- College of Science
- College of the Arts Humanities and Social Sciences
- Institutional Research
- International Education
- Library Services

Items Related to Kinesiology (BA)

[+ New Item](#)

Number	Name
	BA Kinesiology, Single Subject Matter Program Mission
	BA Kinesiology, concentration Exercise Science Mission
	BA Kinesiology, concentration Health Promotion Mission
	Department of Kinesiology Mission
1	PLO 1: Content Knowledge: Students will demonstrate and and disciplinary concepts related to the field of Kinesiology
2	PLO 2: Communications Skills: Students will develop oral, written, and interpersonal communication skills

III. Accessing the Dean’s Review Item

- Clicking on “New Item” will display a list of options to add to the program’s Annual Report workspace. These items mirror those previously collected in the hardcopy annual report. (NOTE: You will not see the GE Goals as an option at this time).

My Roles Two-year Plans **Annual Reports** Strategic Plans Budget Role

Table Filtered By: Fiscal Year: FY 2016
[Edit Filter](#) General Education Goals, Missions, Program Learning Outcomes, Program Maintenance Outcomes, Curricula, Archived Annual Reports

- Athletics
- Center for Excellence in Graduate Education
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- Liberal Studies
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- International Education
- Library Services

Items Related to Kinesiology (BA)

[+ New Item](#)

Number	Name
	BA Kinesiology, Single Subject Matter Program Mission
	BA Kinesiology, concentration Exercise Science Mission
	BA Kinesiology, concentration Health Promotion Mission
	Department of Kinesiology Mission
1	PLO 1: Content Knowledge: Students will demonstrate and and disciplinary concepts related to the field of Kinesiology
2	PLO 2: Communications Skills: Students will develop oral, written, and interpersonal communication skills

Items Related to Kinesiology (BA)

[+ New Item](#)

- General Education Goal
- Mission
- Program Learning Outcome
- Program Maintenance Outcome
- Curriculum Map
- Other/Narrative (Optional)
- Dean's Review**
- Archived Annual Reports

2. Select “Dean’s Review” from the New Item drop-down menu. You will receive the following pop-up. This template mirrors the previous draft memo template sent to deans each year.

Add New Dean's Review | Planning

Add New Dean's Review

Title:

Start:

End:

Progress:

Providing Department: Kinesiology (BA)

Areas of Strength

Areas for Improvement

NOTE: Make sure to use the green “Save” button throughout the process—work is not automatically saved. If you close the box inadvertently without saving, you work will be lost.

IV. Narrative Entry/Editing in the Dean's Review Item

1. Enter a title. The dates will default to the current report year (will be reporting/responding to the previous years' data). For the "Progress" field, please select "Completed" only when the narrative will require no additional revisions. Other options in that menu are optional.

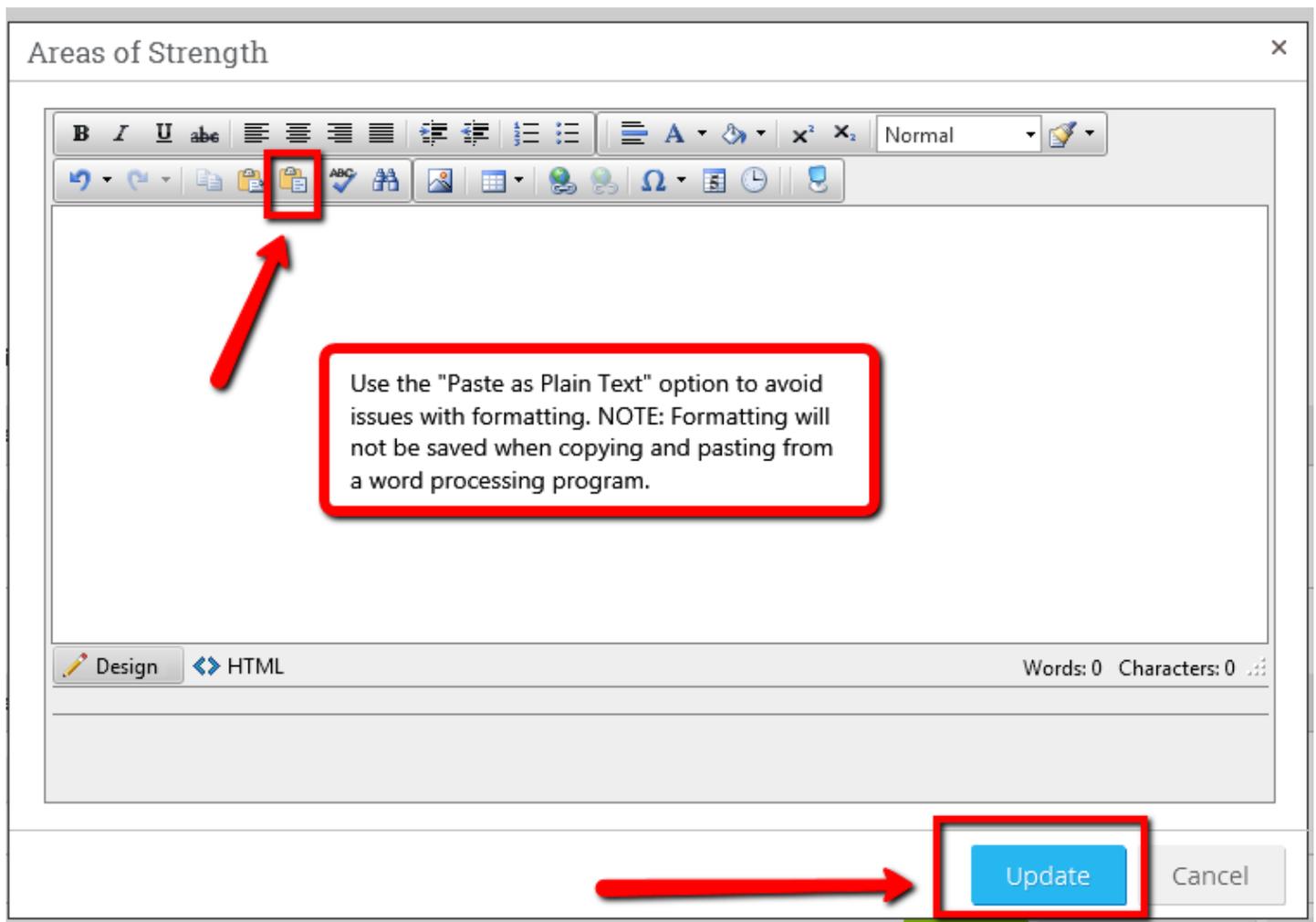
The screenshot shows the 'Add New Dean's Review' form with the following fields and annotations:

- Title:** A text input field with a red box around it and an arrow pointing to it. A callout box says: "Enter a title of your choice. It will be useful to include the year of data reviewed in your title--for example, 2016 or 2015-16."
- Start:** A date picker with '7/1/2015' and a calendar icon. A callout box says: "Dates are default".
- End:** A date picker with '6/30/2016' and a calendar icon. A callout box says: "Dates are default".
- Progress:** A dropdown menu with a red box around it and an arrow pointing to it. A callout box says: "Select the 'Complete' option from the drop-down menu when you have completed your review."
- Providing Department:** A text field containing 'Kinesiology (BA)' with an arrow pointing to it.
- Areas of Strength:** A section with an 'Edit' button. A callout box says: "Remember to hit 'Save' throughout the process as there is no autosave option."
- Areas for Improvement:** A section with an 'Edit' button.
- Buttons:** 'Save', 'Save & Close', and 'Cancel' buttons at the bottom. A red box highlights the 'Save' button.

2. Click "Edit" to enter narrative for each field.

This close-up shows the 'Providing Department: Kinesiology (BA)' and the 'Areas of Strength' section. The 'Edit' button is highlighted with a red box and a red arrow pointing to it.

3. Clicking “Edit” will open a rich-text editor. Enter narrative for each field and hit “Update” when finished. NOTE: Formatting may not be maintained when copying and pasting from a word processing program. See Section VI: Resources and Best Practices for additional information.



4. Hit “Save” and exit or hit “Save and Close” when you have finished updating the section.



V. Submitting College Annual Reports

1. Mark "Completed" when you have finished entering all narrative for the review.

Start: 

End: 

Progress:  

Providing Department: Kinesiology (BA)

2. When you have completed all of the reports for your college, please send an email to the Office of Assessment (Erin Littlepage - elittlepage@csustan.edu), cc'ing the AVP for Academic Affairs (Shawna Young – syoung@csustan.edu) and college Department Chairs indicating the completion of the annual cycle of review.

VI. Feedback Loop and Improvement

We would appreciate any feedback you have on both the format and the process. Any suggestions you have for improvement are welcome.

For any questions or comments regarding the Annual Report process and/or Campus Labs, please email elittlepage@csustan.edu or call x6746.

VII. Resources and Best Practices

A. Report and Use Results

Resources for completing the review of annual reports can be found below.

Report Components	Guiding Criteria
Assessed Outcomes	List the outcome(s) assessed over the past academic year (program learning outcomes and program maintenance outcomes).
Assessment Methods	Describe the assessment methods used. <ul style="list-style-type: none"> Assessment methods are clearly explained and are appropriate for the learning outcome(s). <p>Best Practices:</p> <ul style="list-style-type: none"> Achievement targets are specific and measurable. Benchmarking is employed periodically. Reviewers are calibrated and faculty routinely find assessment data to have high interrater reliability.
Data Reviewed and Findings	Provide a description of data reviewed and a summary of the findings. Describe the process for evaluating/analyzing the findings. <ul style="list-style-type: none"> Data sources are described and are appropriate for the outcome being assessed. Findings are summarized in a concise, well-organized manner. Specific assessment data need NOT be disclosed, but conclusions should be. <p>Best Practices:</p> <ul style="list-style-type: none"> Provide evidence that targets were met, partially met, or not met. Compare new findings to past assessment of the same learning outcome, as appropriate. Exhibit good understanding of implications to the academic program.
Actions	Defines logical "next step" for the program in response to the findings. <ul style="list-style-type: none"> Analysis identifies key areas that need to be monitored, remediated, or enhanced. Actions are specific and directly related to the outcomes and the results of the assessment. Persons or groups responsible for implementing the action plan are identified. The number of actions is manageable. Resource, if needed, are identified.
Return to the Implementation Plan/Closing the Loop	<ul style="list-style-type: none"> Program faculty identify improvements that should be made to the assessment process, if appropriate. Evidence is provided that actions are being carried out and that they are resulting in improvement to student learning. Learning outcomes are reassessed on a regular basis and the effect of previous action plans are evaluated.

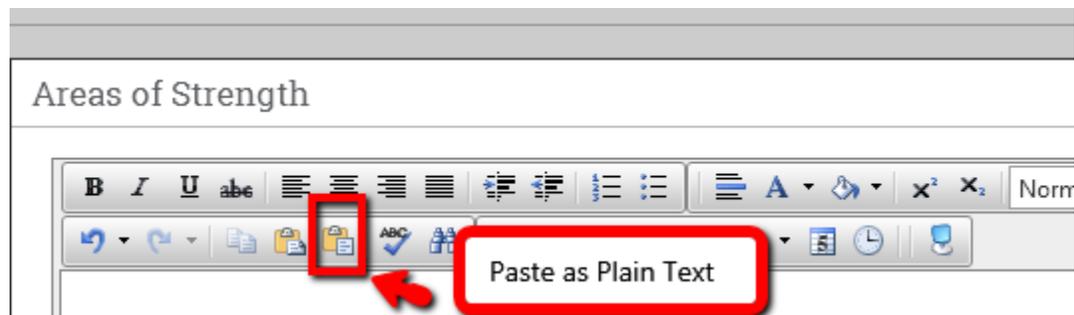
Available on the Office of Assessment website at: <https://www.csustan.edu/office-assessment/report-and-use-results>

Adapted from the CSU Stanislaus Assessment Council (2010) "Criteria to Consider When Providing Feedback about Annual Reports."

B. Text Editor

Excerpt from the Compliance Assist Help Center – <http://casupport.campuslabs.com/hc/en-us/articles/208907226-Paste-as-Plain-Text-Default-Setting>

The text editor within Compliance Assist is a platform that utilizes HTML to display content. When multiple users are collaborating across campus with adding content with text formatting differently according to their preference, reports can end up with inconsistent formatting. In order to display consistent font type/sizing format, all content being pasted into the Narrative should be done so using the “Paste as Plain Text” button.



Some issues that users encounter when not utilizing this “plain text” function include inconsistencies in:

- text size
- font type
- indentations/bulleting/numbering
- spacing

Campus Labs Resources

1. Guide to the Text Editor - [http://casupport.campuslabs.com/hc/en-us/article_attachments/201589649/Guide to the Text Editor.pdf](http://casupport.campuslabs.com/hc/en-us/article_attachments/201589649/Guide_to_the_Text_Editor.pdf)

C. Adding Tables

The best practices would be to use the Campus Labs table builder or add the tables as images. If you copy and paste a table, make sure to copy and paste using plain text; if tables are not pasted in plain text, bad html formatting will often be pulled over and compromise the file.

Campus Labs Resources:

1. Adding tables to your textbox - <http://casupport.campuslabs.com/hc/en-us/articles/203594309-Adding-Tables-To-Your-Text-Box>
2. Creating tables - <http://casupport.campuslabs.com/hc/en-us/articles/203594349-How-to-Create-Table-Borders-in-Compliance-Assist>